

**DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING**

Opening Date: February 11, 2020

Closing Date: Open Until Filled

CASUAL/SEASONAL ADMINISTRATIVE ASSISTANT

**Consumer Protection Unit
Fraud & Consumer Protection Division
New Castle County**

This is a Casual/Seasonal position (29.75 hours per week) without benefits. Pay will be commensurate with experience. There is an immediate need to fill this position.

Description of Duties: The Delaware Department of Justice's Consumer Protection Unit seeks a casual/seasonal Administrative Assistant to serve as primary administrative support to the executive management; Director and Deputy Director of Consumer Protection. The Consumer Protection Unit has enforcement authority over more than 40 different state and federal laws, with a focus on the Consumer Fraud Act and the Uniform Deceptive Trade Practices Act in Title 6 of the Delaware Code. The Consumer Protection Unit prosecutes civil and administrative cases and conducts multistate investigations in coordination with other states' attorney general offices. The Director and Deputy Director manage a team of 30 individuals, including attorneys, special investigators, paralegals, and administrative staff. We seek a highly motivated and organized individual to assist with scheduling, phone calls, written correspondence, and case tracking. A successful candidate will be detail-oriented, well-organized, personable, possess strong verbal and written communication skills, and be proficient in Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe Acrobat.

Application review will commence on **February 25, 2020**.

Internal Delaware Department of Justice Applicants: Please submit an updated résumé or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit résumé and the Delaware Department of Justice Application, which can be obtained at the following URL: <http://attorneygeneral.delaware.gov/executive/hr/job-application/>. External applicants can mail résumé and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.